

IMPLEMENTATION OF ELIMINATION OF 10 DAY NOTICE POLICY  
PAYMENT TO HOLD THE SLOT

Note: This check stuffer applies to providers who receive authorizations based on enrollment. Certified providers can disregard this check stuffer.

The Child Care Section has developed a new process to deal with two or more weeks of zero hour attendance on enrollment bases authorizations that will meet the goals of the program and ensure that authorizations are not ended unnecessarily. The purpose of this check stuffer is to explain this new process.

When can the provider be paid for holding a slot when a child will not be in care for two or more weeks?

There are limited situations when Wisconsin Shares can pay for zero hour attendance in order to hold the slot. Those situations include:

Situations When Zero Hour Attendance Can be Paid	
Situation	Maximum Number of Weeks Of Zero Hour Attendance that can be Paid
Parent is temporarily laid off but will be returning to work within 4 weeks.	4 weeks
Parent has a temporary break in approved activity but will be returning to an approved activity within 4 weeks. Example: Parent attending school has one week off for Spring break. Note: This does not include when a parent is in between employment.	4 weeks
Parent is on medical leave from employment but will be returning to work within 6 weeks.	6 weeks with documentation from a physician
Family is on vacation but will be returning within two weeks.	2 weeks
Child is ill but will be returning to day care within 6 weeks.	6 weeks with documentation from a physician
The parent begins an approved activity within 2 weeks but must pay the provider in order to hold the slot until the activity begin date.	2 weeks

How will the provider be paid when the child is not in attendance for two or more weeks?

The parent must contact their child care worker and request **pre-approval** of payment for two or more weeks of zero hour attendance. The worker will only approve payment if the zero hour attendance is due to one of the reasons listed above.

If payment is approved, the worker will enter the “pre-approval” into the system. When zero hour attendance is entered (by either local agency or the provider) into Child Care Provider Information (CCPI), the system will pay for the zero hour attendance and will not end the authorization.

If the worker determines that payment cannot be made for zero hour attendance, the worker will deny the request for the pre-approval in CCPI. When zero hour attendance is entered, the system will **not** pay for the zero hour attendance and will **not** end the authorization.

How can the provider alert the local agency that there is a need to pay for zero hour attendance for two or more weeks in order to hold the slot?

If the provider believes that payment should be made to hold the slot for zero hour attendance, they can alert local agency staff.

**Providers who report attendance on the paper Child Care Attendance Report Form** can write “AP” in the Special Use box on the form. AP stands for Approval Request. When the worker sees the AP on the attendance form, he/she will verify with parents if payment should be made to hold the slot prior to entering the attendance into CCPI. If it is determined that payment should be made, the worker will enter the attendance with approval and payment will be made. If it is determined that payment should not be made, the worker will enter the attendance without approval and payment will not be made.

**Providers who report attendance in CCPI** can request the pre-approval for payment to hold the slot on a new page in CCPI. When the provider enters one week of zero hour attendance and clicks on the Submit button, they will receive an informational message asking if they want to request pre-approval for zero hour attendance. The provider should complete entering all attendance and then go to the Authorization page in CCPI.

The Authorization page will have a new column called “Absence Details.” A new link called “Request Payment for 0 Hr Attd” will be in the Absence Details column listed next to each child/authorization. The provider will click on the link and go to a new page called “Request Payment for 0 Hr Attd” where he/she will enter the time period and reason for holding the slot. The provider will be able to view the status of the request for payment based on the action the worker has taken.

The new Request Payment for 0 Hr Attd page in CCPI will be available by the end of March. We will add an announcement to CCPI when it is available and update the CCPI Manual to describe this process in greater detail.

**What will happen if a Pre-Approval Request is not entered into CCPI, and two or more weeks of zero hour attendance are entered?**

If the worker, provider, or parent do not request a pre-approval, and two or more weeks of zero hour attendance are entered into CCPI (by either the local agency or the provider), the system will not pay for the zero hour attendance. The local agency will need to process a positive adjustment if it is determined later that there was a valid reason to pay to hold the slot.

**Will authorizations be ended by the system when two or more weeks of zero hour attendance are entered?**

No, the system will no longer end authorizations when two or more weeks of zero hour attendance is entered without pre-approval for payment. If the child returns to care during authorization period, payment will be made for hours of attendance.

**What will happen when one week of zero hour attendance is entered?**

When one week of zero hour attendance is entered, the system will pay for that week of attendance. If one week of zero hour attendance is entered and paid and then a second consecutive week of zero hour attendance is entered and there is no Pre-Approval Request for payment, payment will not be made for the second week of zero hour attendance and a negative adjustment (overpayment) will be processed for the first week of zero hour attendance.

**Are there any changes to how the “Terminate Auth” box works in CCPI?**

No changes have been made to how the Terminate Auth box works on CCPI. When the Terminate Box is checked, the authorization is ended with the date of the upcoming Saturday.

There are plans to change how the Terminate Auth box works in the future to end the authorization as of the last week attendance has been entered. An announcement will be made in CCPI when this change takes place.

**Reminder: Providers are required to report the actual hours that a child is in attendance. Providers who report a child as being in attendance when they are not in order to continue to receive Wisconsin Shares dollars will be referred for fraud investigation and overpayments will be processed. Staff at the local and state level are engaged in monitoring attendance. Providers have been and will continue to be audited by the state if suspicious attendance reporting occurs.**